

**CLASSIFICATION:** DIETITIAN I

**Class Code:** 3192-17

**Date Established:** 07-01-50

**Occupational Code:** 7-4-5

**Date of Last Revision:** 3-14-14

**BASIC PURPOSE:** To plan and prepare menus which meet professional dietetic standards or special dietary needs and to monitor work assignments for Dietitian Assistants.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Plans and prepares basic menus and assists in supervising food service personnel in preparing special diets and menus.
- Reviews and analyzes resident nutritional needs and goals to make appropriate dietary recommendations.
- Inspects and supervises food deliveries to the institution or health care facility.
- Schedules work assignments in the dietary unit to facilitate the effective operation of the kitchens and other food preparation or dining areas.
- Implements agency nutritional educational programs for residents and food service staff.
- Compiles data for reports and maintains required dietary and food service records.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with course work which meets the academic requirements for a dietitian as specified by the Academy of Nutrition and Dietetics. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** One year of dietetic experience in a large hospital, preferably with some special diet work or successful completion of an internship program accredited by the Academy of Nutrition and Dietetics.

**License/Certification:** None required.

**SPECIAL REQUIREMENTS:** Good clean personal health habits.

**RECOMMENDED WORK TRAITS:** Knowledge of the principles and practices of dietetics and nutrition and of institutional diet management including food values, costs and accounts. Knowledge of modern methods, materials and appliances used in large-scale food preparation and service. Ability to plan menus for large institution and to direct quantity cooking with economy and efficiency. Ability to judge food material and determine their conformity to requirements. Ability to teach, keep records and make reports. Ability to judge quality and quantity of foods, to estimate meal costs and needs for foodstuffs. Ability to establish and maintain good working relationships with residents and employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.